



Procedural Guidelines- FAQ

How do I reserve the van?

Fill out a vehicle request form found in the church office and then turn it into the Office Administrator. Once the request is approved you will be contacted on how to obtain the keys and necessary paperwork.

How can I obtain an alarm code for access to the buildings after normal hours?

If you plan an event that requires an alarm code, the church office will work with the Board of Trustees to make sure the alarm is turned off for your event. That approval will come after your event has been placed on the church calendar.

Key Cards to the Preschool Area:

The doors to the lower level are locked during school days. During this time you may check out a key card from the office to go downstairs. To be issued a permanent key card, fill out a request form in the office and it will be submitted to the Board of Trustees for approval. The church office will contact you when the approval is given.

Who does set-up or clean-up after an event:

Set-up and take downs for events are done by the day porter (assuming your needs were listed on your room/event registration form) while clean-up is every group's responsibility. However, there may be times that set-up is not available for your event. The church office will inform you if set-up or take-down cannot be provided for your event/meeting.

How to get items included in the CrossTalk or Bulletin?

To place an announcement in the church bulletin you must send that item via e-mail to the Office Administrator noon Wednesday. The deadline for the CrossTalk is found on the calendar of the previous month's CrossTalk. Please note that the Administrator retains the right to edit items or postpone listing it.

How to get something added to the Church Calendar

To schedule an event/meeting or reserve space, you must complete the required form in the church office. You should not advertise your meeting until you've received confirmation from the office. Please make sure your staff liaison is aware of your scheduling/reservation needs and plans.

How to order supplies for the execution of church work?

Work through your staff liaison.



How to schedule time with staff?

Contact the staff member directly by either calling the church office or e-mailing them (all e-mails are found on the church website). If you need an appointment with Rev. Savage, contact the Office Administrator.

Who to call if there is a plumbing or bathroom problem?

If it is during office hours contact the Office Administrator, if not contact the Chairman of the Board of Trustees.

How to request that an expense item be added to the Budget for church events

Send the Financial Secretary an e-mail (swynn@kingswoodumc.org) explaining what your need is with the anticipated amount and she will follow up with you.

Facility Key Policy- procedure for how keys are assigned, etc

Keys are assigned by completing a key request form available in the church office which will be submitted to the Board of Trustees. The office will contact you when it has been approved.

Reimbursement Procedure

To get reimbursed, complete a check request form found the check request box, attaching any appropriate receipts, and your chairperson's signature. Submit it in the Finance Chair's box for a second approval (unless it should be approved by SPR or Trustees). The Finance Chair will submit it to the Finance Secretary for payment.

How to get checks written for vendors

If you have a vendor invoice, give it directly to the Finance Secretary with a note of explanation, and what account the payment should come from. Sign it and put it in Finance Secretary's box. Checks are written on Mondays, so please have it turned into her by noon on the Monday before the check is due.